



# SAUGATUCK TOWNSHIP FIRE DISTRICT

Proudly serving : Douglas | Saugatuck | Saugatuck Township



3342 Blue Star Highway  
Saugatuck, MI 49453  
Phone: 269 857-3000  
E-mail: [Office@saugatuckfire.org](mailto:Office@saugatuckfire.org)

## FIRE DISTRICT BOARD MEETING

4:00pm – October 16<sup>th</sup>, 2017

### **AGENDA**

1. Call to Order / Roll Call:
2. Approval of Agenda (*additions / deletions*):
3. **Approval of Minutes:**
  - A. **September 18<sup>th</sup>, 2017**
4. Public Comment on Agenda Items Only (Limit 3 minutes):
5. Fire Chief Comments:
  - A. **Incident Reports / Calls to Date / Overlapping Calls**
  - B. **Community Risk Reduction**
    1. **Douglas Elementary School – 362 Students educated and went through Fire Safety Trailer for Fire Prevention Week.**
  - C. **Grant Updates**
    1. **Grant Totals**
  - D. **Personnel Certifications**
    1. **Greg Janik – Youth Firesetter Intervention Specialist – Program Manager Certification**
    2. **Greg Janik – Michigan Public Safety Communication System Trainer**
    3. **Chris Mantels - Michigan Public Safety Communication System Trainer**
    4. **Brent Van Oss - Michigan Public Safety Communication System Trainer**
    5. **Mike Betts - Michigan Public Safety Communication System Trainer**
6. Request for Payment:
  - a. **Account Payables**
  - b. **Financial Report**
7. Unfinished Business:
  - A. **Township IFC – Effects on the Fire District and associated costs to date.**
  - B. **Blue Star Trail – Drainage Funding, Signage, and Gate Update & Discussion.**
  - C. **Township Cost Recovery – Effects on the Fire District**
  - D. **Fire Prevention Open House – Review of Data**
8. New Business:
  - A. **Fire District By-Law Discussion**
  - B. **Fire District Attorney Discussion**
9. Correspondence:
  - A. **Martha Schoeneich – Thank you**
  - B. **Local Observer – Advertisement**
  - C. **Saugatuck Douglas History Center – Thank you**
10. Public Comments: (Limit 3 minutes):
11. Fire Board Comments:
12. Adjournment:

### NOTICE

This facility is wheel chair accessible with accessible parking spaces available. Request for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact Saugatuck Township Fire District at 269-857-3000 for further information.



# SAUGATUCK TOWNSHIP FIRE DISTRICT

Proudly serving : Douglas | Saugatuck | Saugatuck Township



3342 Blue Star Highway  
Saugatuck, MI 49453  
Phone: 269 857-3000  
E-mail: [Office@saugatuckfire.org](mailto:Office@saugatuckfire.org)

## FIRE DISTRICT BOARD MEETING

4:00pm – September 18<sup>th</sup>, 2017

### DRAFT MINUTES

1. Call to Order / Roll Call: **Meeting called to order at 4:00pm by J. Verplank**  
**Present:** R. Mcilwaine, E. Beckman, M. Starring, J. Verplank, S. Phelps, K. Mooradian, T. Christensen  
**Absent:** None  
**Also Present:** Chief Greg Janik, P. Stanislawski
2. Approval of Agenda (*additions / deletions*):
  - A. Agenda approved as presented.
3. Approval of Minutes:
  - A. August 21<sup>st</sup>, 2017
    - a. Discussion ensued about the detail of the minutes.
    - b. Motion by Phelps, 2<sup>nd</sup> by Mooradian to approve the minutes as amended. Motion carries unanimously.
4. Public Comment on Agenda Items Only (Limit 3 minutes): **None**
5. Fire Chief Comments:
  - A. Incident Reports / Calls to Date / Overlapping Calls
    1. Incident Report Statistics were reviewed. 551 calls year to date for 2017
    2. 5:16 – average response time year to date.
  - B. Community Risk Reduction
    1. Douglas Elementary School – Lesson Plans and Meeting in Process for 2017/18 School Year.
      - i. Working with staff to fit needs of the school.
    2. Community CPR Course – September 22<sup>nd</sup>, 2017 – 5:00-8:00pm
    3. State of Michigan – Community Risk Reduction Taskforce - Strategic Planning Committee
      - i. Chief Janik & DC Mantels invited to Taskforce by State Fire Marshal
  - C. Grant Updates
    1. RAP Grant Awarded – CCTV/Card Access Additions - \$10,028 with District Share of \$5,014.
  - D. Personnel Certifications
    1. Heather Beek – EMT/B
  - E. Kitchen Fire from 60<sup>th</sup> Street had pictures reviewed.
    1. Homeowner utilized education learned from previous Fire Prevention Classes Chief Janik taught to prevent fire spread. A success story.
    2. StoveTopFireStop was discussed and video reviewed.
6. Request for Payment:
  - a. Budget Adjustment
    - i. Motion by Beckman, 2<sup>nd</sup> by Mooradian to approve the Budget Adjustment of \$39,500 as presented. All approve, motion carries unanimously.
  - b. Account Payables
    - i. Motion by Phelps, 2<sup>nd</sup> by Christensen to pay the bills in the amount of \$116,969.33. All approve, motion carries unanimously.
  - c. Financial Report
    - i. Financial Report was reviewed by P. Stanislawski.



# SAUGATUCK TOWNSHIP FIRE DISTRICT

Proudly serving : Douglas | Saugatuck | Saugatuck Township



## 7. Unfinished Business:

### A. Township IFC – Effects on the Fire District

- i. Discussion about the document provided ensued.
- ii. The Fire Board directs Chief Janik to send the IFC and Cost Recovery Documents to the Township Supervisor and the Township Zoning Administrator and to request a response within 30 days, and request a joint workshop meeting between the Township Board & the Fire Board.

### B. Allegan County Radio System – Update

- i. Radio system review was discussed.

### C. Blue Star Trail – Drainage Funding, Signage, and Gate Update & Discussion.

- i. Discussion about status of the Blue Star Trail.
- ii. Chief is unwilling to take on the liability of opening the trail without the proper signage in place.

### D. Township Cost Recovery – Effects on the Fire District

- i. Skipped

### E. Fire Prevention Open House - Sunday 10/1/2017 – 12:00pm – 3:00pm

## 8. New Business:

### A. Future Lightweight Construction Training for Fire Board – Retired Fire Marshal Ron Farr Discussion

- a. Shorten Agenda for October meeting and host class then.

### B. Federal Surplus Property Program Resolution

- a. Motion by McIlwaine, 2<sup>nd</sup> by Beckman to approve the Federal Surplus Property Resolution as presented. All approved, motion carries unanimously.

### C. Fire District Photographer

- a. Discussion about the Photographer position ensued.

### D. TOP – Tourniquet on Person Program

- a. T. Christensen discussed the TOP program and reviewed the website.

### E. Ralph Troutman Fundraiser/Open House Request

- a. Fundraiser was requested.

## 9. Correspondence: None

## 10. Public Comments: (Limit 3 minutes):

A. M. Erlandson - handed out document for review and discussed it.

B. C. Mantels – discussed disappointment in IFC changes.

## 11. Fire Board Comments:

A. E. Beckman brought up Fire District Attorney and discussion ensued.

B. Request to put Fire District Attorney on a future agenda.

## 12. Adjournment: Meeting adjourned at 5:48pm.

### NOTICE

This facility is wheel chair accessible with accessible parking spaces available. Request for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact Saugatuck Township Fire District at 269-857-3000 for further information.

10/06/2017 CHECK REGISTER FOR SAUGATUCK FIRE DISTRICT				
CHECK DATE FROM 09/19/2017 - 10/16/2017				
Check Date	Check	Vendor Name	Description	Amount
Bank MAC MACATAWA BANK				
09/21/2017	883(E)	CONSUMERS ENERGY	BOAT DOCK	32.21
09/21/2017	884(E)	CONSUMERS ENERGY	FIRE BARN	566.30
09/21/2017	885(E)	MICHIGAN GAS UTILITIES	NATURAL GAS	51.01
09/21/2017	886(A)	MASTER MEDICAL EQUIPMENT	AED BATTERY	133.00
09/21/2017	887(A)	XTREME AUTO	2172 DEER REPAIR INSURANCE	5,867.98
09/22/2017	DD1510(A)	BETTS, MICHAEL	PAYROLL	908.41
09/22/2017	DD1511(A)	JANIK, GREG	PAYROLL	1,883.17
09/22/2017	DD1512(A)	MANTELS, CHRISTOPHER	PAYROLL	1,436.90
09/22/2017	DD1513(A)	MC LEIEER, MICHAEL	PAYROLL	441.30
09/22/2017	DD1514(A)	MILESKIEWICZ, JOHN	PAYROLL	946.61
09/22/2017	DD1515(A)	VAN OSS, BRENT	PAYROLL	1,609.10
09/22/2017	EFT377(E)	457 MERS	PAYROLL	1,042.61
09/22/2017	EFT378(E)	MISDU	PAYROLL	217.86
09/22/2017	EFT379(E)	IRS	PAYROLL	2,656.56
09/22/2017	EFT380(E)	MERS	PAYROLL	2,369.04
09/22/2017	EFT381(E)	STATE OF MICHIGAN	PAYROLL	1,367.17
09/30/2017	888(E)	FIRST BANKCARD	TOOLS, TRAINING & SUPPLIES	4,128.76
09/30/2017	889(E)	HEALTH SAVINGS ACCOUNT	HEALTH SAVINGS	625.00
10/06/2017	890(E)	CONSUMERS ENERGY	BOAT DOCK	32.89
10/06/2017	891(E)	CONSUMERS ENERGY	FIRE BUILDING	507.37
10/06/2017	892(E)	FIRST BANKCARD	HELMET DECALS	2,740.18
10/06/2017	893(E)	KAL LAKE SEWER WATER	WATER	107.46
10/06/2017	894(E)	MICHIGAN GAS UTILITIES	NATURAL GAS	50.80
10/06/2017	895(E)	PRIORITY HEALTH	HEALTH INSURANCE	3,762.86
10/06/2017	896(E)	VERIZON WIRELESS	CELL PHONES & MODEMS	485.34
10/06/2017	897(A)	APPLIED IMAGING	COPIER USE	129.24
10/06/2017	898(A)	BEAVER RESEARCH COMPANY	FOAM SPRINKLER TRAILER	186.70
10/06/2017	899(A)	FRIS OFFICE	OFFICE SUPPLIES	16.08
10/06/2017	900(A)	JONES & BARTLETT LEARNING LLC	CPR CLASSES	327.49
10/06/2017	901(A)	ERIK KIRCHERT	SOFTWARE UPDATES	95.39
10/06/2017	902(A)	LORRIE PASTOOR	CLEANING	160.00
10/06/2017	903(A)	PRAXAIR	CYLINDER RENTAL	412.62
10/06/2017	904(A)	TELE RAD INC	UNIFORMS	355.75
10/06/2017	905(A)	WEST MICHIGAN UNIFORM	SHOP TOWELS	24.00
10/06/2017	DD1516(A)	BETTS, MICHAEL	PAYROLL	908.42
10/06/2017	DD1517(A)	JANIK, GREG	PAYROLL	1,883.18
10/06/2017	DD1518(A)	MANTELS, CHRISTOPHER	PAYROLL	1,536.89
10/06/2017	DD1519(A)	MILESKIEWICZ, JOHN	PAYROLL	946.63
10/06/2017	DD1520(A)	VAN OSS, BRENT	PAYROLL	1,609.10
10/06/2017	EFT382(E)	457 MERS	PAYROLL	1,042.61
10/06/2017	EFT383(E)	MISDU	PAYROLL	217.86

10/06/2017 CHECK REGISTER FOR SAUGATUCK FIRE DISTRICT				
CHECK DATE FROM 09/19/2017 - 10/16/2017				
Check Date	Check	Vendor Name	Description	Amount
10/06/2017	EFT384(E)	IRS	PAYROLL	2,538.92
10/10/2017	DD1521(A)	BECKMAN, ERIC	PAYROLL	25.82
10/10/2017	DD1522(A)	BEEK, HEATHER	PAYROLL	373.12
10/10/2017	DD1523(A)	BERNHARDY, CHRISTOPHER	PAYROLL	1,519.39
10/10/2017	DD1524(A)	BETTS, MICHAEL	PAYROLL	911.06
10/10/2017	DD1525(A)	BLATT, DAVID	PAYROLL	945.18
10/10/2017	DD1526(A)	BLOK, MICHAEL	PAYROLL	245.93
10/10/2017	DD1527(A)	BRUNSTING, JESSICA	PAYROLL	389.25
10/10/2017	DD1528(A)	CHRISTENSEN, ROBERT	PAYROLL	26.12
10/10/2017	DD1529(A)	DORNBUSH, JEFFREY	PAYROLL	20.00
10/10/2017	DD1530(A)	DORNBUSH, KALEIGH	PAYROLL	479.18
10/10/2017	DD1531(A)	ENGLAND, MICHAEL	PAYROLL	136.93
10/10/2017	DD1532(A)	GARGANO, CHRISTINE	PAYROLL	125.19
10/10/2017	DD1533(A)	GARGANO, MARK	PAYROLL	255.91
10/10/2017	DD1534(A)	GROENDYKE, BRET	PAYROLL	130.65
10/10/2017	DD1535(A)	KERRIDGE, ADAM	PAYROLL	122.25
10/10/2017	DD1536(A)	KIRCHERT, ERIK	PAYROLL	543.32
10/10/2017	DD1537(A)	MANTELS, CHRISTOPHER	PAYROLL	556.77
10/10/2017	DD1538(A)	MC ILWAINE, ROY	PAYROLL	26.42
10/10/2017	DD1539(A)	MC LEIEER, MICHAEL	PAYROLL	186.30
10/10/2017	DD1540(A)	MEISTE, JAMES	PAYROLL	205.03
10/10/2017	DD1541(A)	MEYER, KYLE	PAYROLL	985.12
10/10/2017	DD1542(A)	MILESKIEWICZ, JOHN	PAYROLL	507.22
10/10/2017	DD1543(A)	MOKMA, WAYNE	PAYROLL	482.63
10/10/2017	DD1544(A)	MOORADIAN, KATHRYN	PAYROLL	26.12
10/10/2017	19587	HELPS, DONALD	PAYROLL	26.42
10/10/2017	DD1545(A)	REWA, LANDON	PAYROLL	400.95
10/10/2017	DD1546(A)	SEYMOUR, SCOTT	PAYROLL	271.89
10/10/2017	DD1547(A)	STARRING, LINUS	PAYROLL	356.52
10/10/2017	DD1548(A)	STARRING, MARILYN	PAYROLL	26.12
10/10/2017	STUB54(A)	STURM, ELLIOTT	PAYROLL	0.00
10/10/2017	DD1549(A)	VAN AUKEN, LAUREL	PAYROLL	169.25
10/10/2017	DD1550(A)	VAN OSS, BRENT	PAYROLL	256.89
10/10/2017	DD1551(A)	VERPLANK, JANE	PAYROLL	26.42
10/10/2017	DD1552(A)	WILKINSON, ERIN	PAYROLL	26.43
10/10/2017	EFT385(E)	457 MERS	PAYROLL	2,606.85
10/10/2017	EFT386(E)	MISDU	PAYROLL	395.30
10/10/2017	EFT387(E)	IRS	PAYROLL	3,514.09
10/16/2017	19588	BJW BERGHORST & SON INC	SPRINKLER DEMO TRAILER	722.18
10/16/2017	19589	DOUGLAS SAFETY SYSTEMS LLC	THERMAL CAMERA	7,154.23
10/16/2017	19590	FASTENAL	SUPPLIES	76.96
10/16/2017	19591	MFE INC	CYANIDE REPLACEMNT	375.00
10/16/2017	19592	MICHIGAN RESCUE CONCEPTS	WHEELCART INFLATABLE BOATS	550.00

10/06/2017		CHECK REGISTER FOR SAUGATUCK FIRE DISTRICT		
CHECK DATE FROM 09/19/2017 - 10/16/2017				
Check Date	Check	Vendor Name	Description	Amount
10/16/2017	19593	BRAD FRIES	FIRE PREVENTION	375.00
10/16/2017	19594	COMPAAN DOOR & OPERATOR INC	GARAGE DOOR OPENERS	2,947.00
10/16/2017	19595	SPECTATORS SPORTS BAR & GRILL	FIRE PREVENTION	1,420.08
10/16/2017	19596	DESTINY FABRICATION LLC	TRAILER REPAIR	296.00
10/16/2017	19597	MOORE MEDICAL LLC	MEDICAL SUPPLIES	432.36
10/16/2017	19598	NFPA	FIRE PREVENTION	197.15
10/16/2017	19599	OVERISEL LUMBER CO	SPRINKLER DEMO TRAILER	878.62
10/16/2017	19600	STANDARD	INSURANCE	499.53
10/16/2017	19601	STU'S WELDING & FAB INC	METAL	37.00
Total of 93 Checks:				79,623.92
Less 0 Void Checks:				0.00
Total of 93 Disbursements:				79,623.92

BOTH OPEN AND PAID

Vendor Name	Description	Amount
1. APPLIED IMAGING	COPIER USE	129.24
2. BEAVER RESEARCH COMPANY	FOAM SPRINKLER TRAILER	186.70
3. BJW BERGHORST & SON INC	SPRINKLER DEMO TRAILER	722.18
4. BRAD FRIES	FIRE PREVENTION	375.00
5. COMPAAN DOOR & OPERATOR INC	GARAGE DOOR OPENERS	2,947.00
6. CONSUMERS ENERGY	BOAT DOCK	32.89
	FIRE BUILDING	507.37
	TOTAL	540.26
7. DESTINY FABRICATION LLC	SPRINKLER DEMO TRAILER	196.00
	TRAILER REPAIR	100.00
	TOTAL	296.00
8. DOUGLAS SAFETY SYSTEMS LLC	THERMAL CAMERA	7,154.23
9. ERIK KIRCHERT	SOFTWARE UPDATES	95.39
10. FASTENAL	SUPPLIES	76.96
11. FIRST BANKCARD	HELMET DECALS	23.00
	TOOLS, TRAINING & SUPPLIES	4,128.76
	SPRINKLER TRAILER, TRAINING & UNIFORMS	1,810.66
	TRAINING, TRUCK MAINTENANCE & SUPPLIES	906.52
	TOTAL	6,868.94
12. FRIS OFFICE	OFFICE SUPPLIES	16.08
13. HEALTH SAVINGS ACCOUNT	HEALTH SAVINGS	625.00
14. JONES & BARTLETT LEARNING LLC	CPR CLASSES	327.49
15. KAL LAKE SEWER WATER	WATER	107.46
16. LORRIE PASTOOR	CLEANING	160.00
17. MFE INC	CYANIDE REPLACEMNT	375.00
18. MICHIGAN GAS UTILITIES	NATURAL GAS	50.80
19. MICHIGAN RESCUE CONCEPTS	WHEELCART INFLATABLE BOATS	550.00
20. MOORE MEDICAL LLC	MEDICAL SUPPLIES	240.63
	MEDICAL SUPPLIES	191.73
	TOTAL	432.36
21. NFPA	FIRE PREVENTION	197.15
22. OVERISEL LUMBER CO	SPRINKLER DEMO TRAILER	878.62
23. PRAXAIR	CYLINDER RENTAL	86.31
	FIRE PREVENTION	326.31

Vendor Name	Description	Amount
	TOTAL	412.62
24. PRIORITY HEALTH	HEALTH INSURANCE	3,762.86
25. SPECTATORS SPORTS BAR & GRILL	FIRE PREVENTION	1,420.08
26. STANDARD	INSURANCE	499.53
27. STU'S WELDING & FAB INC	METAL	37.00
28. TELE RAD INC	UNIFORMS	43.99
	UNIFORMS	311.76
	TOTAL	355.75
29. VERIZON WIRELESS	CELL PHONES & MODEMS	485.34
30. WEST MICHIGAN UNIFORM	SHOP TOWELS	24.00
TOTAL - ALL VENDORS		30,109.04
<b>FUND TOTALS:</b>		
Fund 206 - FIRE FUND		30,109.04



User: Peter

DB: Stfd

PERIOD ENDING 10/31/2017

GL NUMBER	DESCRIPTION	2017-18	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	10/31/2017 NORMAL (ABNORMAL)	MONTH 10/31/2017 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 206 - FIRE FUND						
Revenues						
Dept 000						
206-000-401.000	SAUGATUCK CITY	283,060.00	0.00	0.00	283,060.00	0.00
206-000-402.000	SAUGATUCK TOWNSHIP	576,070.00	0.00	0.00	576,070.00	0.00
206-000-403.000	DOUGLAS CITY	289,850.00	0.00	0.00	289,850.00	0.00
206-000-450.000	FIRE SERVICES	1,000.00	508.37	0.00	491.63	50.84
206-000-460.000	INSPECTION & PLAN REVIEW FEES	5,000.00	2,175.00	0.00	2,825.00	43.50
206-000-465.000	COST RECOVERY	4,500.00	4,295.25	0.00	204.75	95.45
206-000-560.000	GRANTS & DONATIONS	42,000.00	44,828.05	2,943.05	(2,828.05)	106.73
206-000-561.000	REGIONAL TRAINING CENTER	0.00	0.00	0.00	0.00	0.00
206-000-565.000	FINANCE/ LOANS	0.00	0.00	0.00	0.00	0.00
206-000-665.000	INTEREST	1,750.00	1,305.19	0.00	444.81	74.58
206-000-685.000	SALES OF ASSETS	1,000.00	1,500.00	0.00	(500.00)	150.00
Total Dept 000		1,204,230.00	54,611.86	2,943.05	1,149,618.14	4.54
TOTAL REVENUES		1,204,230.00	54,611.86	2,943.05	1,149,618.14	4.54
Expenditures						
Dept 336-FIRE FUND						
206-336-702.000	BOARD SALARY	3,000.00	825.00	210.00	2,175.00	27.50
206-336-704.000	CHIEF SALARY	70,000.00	17,403.85	2,692.31	52,596.15	24.86
206-336-705.000	OFFICER SALARIES	10,300.00	1,587.46	595.82	8,712.54	15.41
206-336-708.000	CAREER FIREFIGHTER	184,381.00	45,069.73	7,064.80	139,311.27	24.44
206-336-709.000	OPERATIONAL WAGES	38,500.00	12,953.24	4,775.00	25,546.76	33.64
206-336-710.000	FIRE CALLS	45,000.00	16,410.00	3,715.00	28,590.00	36.47
206-336-711.000	MEDICAL CALLS	30,000.00	9,889.00	3,197.00	20,111.00	32.96
206-336-712.000	TRAINING	22,000.00	4,820.10	2,090.10	17,179.90	21.91
206-336-713.000	SPECIAL EVENTS	10,000.00	4,550.00	718.00	5,450.00	45.50
206-336-720.000	PAYROLL TAXES	33,000.00	8,897.55	1,970.52	24,102.45	26.96
206-336-721.000	EMPLOYEE INSURANCE BENEFITS	77,100.00	27,039.56	5,062.39	50,060.44	35.07
206-336-722.000	WORKER COMP INSURANCE	30,000.00	15,925.50	0.00	14,074.50	53.09
206-336-723.000	RETIREMENT	50,000.00	12,487.75	2,278.45	37,512.25	24.98
206-336-727.000	OPERATING SUPPLIES	18,000.00	4,849.30	337.95	13,150.70	26.94
206-336-728.000	GAS & OIL	10,000.00	1,058.14	0.00	8,941.86	10.58
206-336-730.000	PROFESSIONAL SERVICES	18,000.00	5,863.15	160.00	12,136.85	32.57
206-336-742.000	TESTING, REPAIR & REPLACEMENT	11,500.00	1,433.77	375.00	10,066.23	12.47
206-336-745.000	STATION TOOLS	2,500.00	632.73	0.00	1,867.27	25.31
206-336-746.000	FIRE FIGHTER TOOLS	6,400.00	205.22	0.00	6,194.78	3.21
206-336-751.000	PHONES	10,000.00	1,814.06	550.33	8,185.94	18.14
206-336-752.000	UTILITIES	12,000.00	2,539.98	698.52	9,460.02	21.17
206-336-759.000	HYDRANT MAINTENANCE	500.00	0.00	0.00	500.00	0.00
206-336-760.000	VEHICLE/ EQUIP REP & MAINTENANCE	45,000.00	7,406.98	655.28	37,593.02	16.46
206-336-761.000	BOAT MAINTENANCE	25,000.00	23,739.22	550.00	1,260.78	94.96
206-336-762.000	RADIO & PAGER R&R	4,500.00	0.00	0.00	4,500.00	0.00
206-336-763.000	BUILDING REPAIR & MAINTENANCE	16,000.00	2,946.82	139.99	13,053.18	18.42
206-336-764.000	BUILDING SECURITY	7,800.00	222.00	0.00	7,578.00	2.85
206-336-767.000	DUES & SUBSCRIPTIONS	2,200.00	155.00	0.00	2,045.00	7.05
206-336-770.000	OFFICE EXPENSES	7,000.00	1,652.48	145.32	5,347.52	23.61
206-336-771.000	TECHNOLOGY	9,600.00	2,883.96	151.45	6,716.04	30.04
206-336-775.000	BUILDING INSPECTIONS	1,000.00	537.71	0.00	462.29	53.77
206-336-780.000	UNIFORMS	10,000.00	6,087.54	638.35	3,912.46	60.88
206-336-781.000	TURN OUT GEAR	8,500.00	23.00	23.00	8,477.00	0.27
206-336-785.000	EDUCATION	15,000.00	4,421.89	1,443.30	10,578.11	29.48
206-336-791.000	MEDICAL SUPPLY	6,500.00	3,030.45	432.36	3,469.55	46.62

Page 9 of 26

User: Peter

DB: Stfd

PERIOD ENDING 10/31/2017

GL NUMBER	DESCRIPTION	2017-18	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	10/31/2017 NORMAL (ABNORMAL)	MONTH 10/31/2017 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 206 - FIRE FUND						
Expenditures						
206-336-795.000	FIRE PREVENTION	8,000.00	9,224.10	4,750.81	(1,224.10)	115.30
206-336-796.000	PHYSICALS	8,000.00	219.37	0.00	7,780.63	2.74
206-336-805.000	REGIONAL TRAINING CENTER	0.00	0.00	0.00	0.00	0.00
206-336-815.000	GENERAL INSURANCE	20,000.00	8,267.50	0.00	11,732.50	41.34
206-336-861.000	TAX CHARGE BACK	500.00	0.00	0.00	500.00	0.00
206-336-975.000	LOAN PAYMENT	42,100.00	0.00	0.00	42,100.00	0.00
206-336-980.000	SMALL CAPITAL	24,000.00	23,904.56	0.00	95.44	99.60
206-336-985.000	LONG TERM CAPITAL	199,500.00	90,929.49	10,101.23	108,570.51	45.58
206-336-986.000	CAPITAL FUND TRANSFER	51,849.00	0.00	0.00	51,849.00	0.00
Total Dept 336-FIRE FUND		1,204,230.00	381,907.16	55,522.28	822,322.84	31.71
TOTAL EXPENDITURES		1,204,230.00	381,907.16	55,522.28	822,322.84	31.71
Fund 206 - FIRE FUND:						
TOTAL REVENUES		1,204,230.00	54,611.86	2,943.05	1,149,618.14	4.54
TOTAL EXPENDITURES		1,204,230.00	381,907.16	55,522.28	822,322.84	31.71
NET OF REVENUES & EXPENDITURES		0.00	(327,295.30)	(52,579.23)	327,295.30	100.00

To: Jon Phillips, Supervisor  
Township of Saugatuck

From: Chief Greg Janik

Date: September 18, 2017

Re: International Fire Code Amendments

---

As you are aware, Saugatuck Township ("Township") recently decided to amend sections of the 2012 International Fire Code ("Code") in manner different than the other members of the Saugatuck Township Fire District ("District"). In light of this, I was asked to provide an overview of the likely impact of the Township's actions on the District's operations.

Attached to this cover memorandum is an analysis identifying the amendments made by the Township as well as the anticipated impact. Two general comments regarding the attached should be made.

Initially, it is impossible to predict with certainty precisely how the Township's amendments will effect the operations of the District. At best, the attached review and analysis reflects our Department's best judgment of new issues likely to be encountered because of the amendments adopted by the Township. There will be operational impacts which we did not foresee, and there will be unintended consequences of the amendments' adoption.

Also, in preparing the analysis and review I have sought the input of the fire officers and firefighters with whom I serve. I have also sought legal counsel from the District's attorney and expert code review from the International Code Council (the entity responsible for preparing and interpreting the Code). Where applicable in the attached analysis, their comments have been noted.

*Greg Janik*

Fire Chief/Fire Marshal

**TOWNSHIP OF SAUGATUCK  
ALLEGAN COUNTY, MICHIGAN**

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE TO AMEND SECTION 16-27 AND CHAPTER 16, ARTICLE III OF THE  
TOWNSHIP OF SAUGATUCK CODE TO REGULATE FIRE PREVENTION AND  
PROTECTION**

The Township of Saugatuck Ordains:

Section 1. Amendment. Section 16-27 of the Township of Saugatuck Code is amended to read as follows:

**Sec. 16-27. Amendments.**

The township's adoption of the 2012 edition of the International Fire Code is subject to the following additions, insertions, and deletions. \* To the extent any such amendments are inconsistent with any provision of the International Fire Code not specifically referenced below, the amendment will control:

\* It is unclear why the township chose to adopt and utilized the 2012 edition of the International Fire Code.

Section 101.1. Insert: Township of Saugatuck

Section 109.4. Insert: Misdemeanor, \$500, 90 days.

Section 111.4. Insert: \$50, \$500.

Section 102.5. Amend to read:

**Application of residential code.** For parcels on which the principal structure is subject to the Michigan Residential Code (*i.e.* one- and two-family dwellings), the provisions of this code shall apply only as follows:

1. Construction and design provisions:
  - a. Provisions of this code pertaining to water supply and fireflows apply to one- and two-family dwellings when constructed as part of new subdivisions, site condominiums, or other similar large-scale residential developments requiring review by the township planning commission. Those provisions also apply to the development of any parcel that, prior to August 2, 2017, was part of a parent parcel that has been subsequently divided into 4 child parcels pursuant to the Michigan Land Division Act, 1967 PA 288, as amended.
  - b. Provisions of this code pertaining to fire apparatus access do not apply to driveways or private roads serving only one- or two-family dwellings. However, many of these provisions have been incorporated into the Township zoning ordinance.

Effects on the Fire District from Section 102.5.1 A & B)

*Although the International Residential Code (IRC), regulates the construction of detached one- and two-family dwellings and townhouse structures, it does not contain provisions to regulate the design and construction of emergency access to and community fire protection for residential developments within which such dwelling structures are constructed.*

*These specific requirements of the IFC code are applicable because they include design and construction regulations that provide necessary emergency access and community fire protection for residential developments containing structures that are regulated within the scope of the IRC. As a result of the amendments, the following impacts may be anticipated.*

- Amendments that weaken the provisions of the national code will reduce the points a community can score under the program. (ISO)
- *“If things are removed from the code that the community received credit for, then that could impact Property Protection Classification”.* (ISO Senior Lead Analyst)
- *According to the township amendment, “Access matters are to be delegated to the Zoning Administrator, however building officials and zoning administrators are not trained to administer fire access roads or fire prevention codes”.* (ISO Senior Lead Analyst)
- No review of long driveways will occur in terms of fire safety. (IFC 503.1)
- No review of developments that do not require review by the township planning commission. (IFC 501.3)
- No review of access roads, turnarounds, fire flow requirements, bridges, in new developments with less than 5 parcel splits. (IFC 503.1 & B105.1)
- No water supply requirements in existing developments where there are 5 or more vacant lots, but no previous building construction (IFC 507.1)
- No requirements for immediate rapid entry necessary for life-saving or fire-fighting purposes in residential settings. The IFC allows the requirement of Knox Key Switches, or Knox padlocks to allow rapid access for fire, medical and other emergencies through gates, chained driveways and homes with excessive false alarm emergency responses. (IFC 503.6)
- No review of fire sprinkler suppression plans, or have knowledge of their installation in residential dwellings. (IFC 901.2)
- No review of fire alarm plans, or have knowledge of their installation in residential dwellings. (IFC 907.1.1)
- The Fire District staff, the Fire District attorney, and several real estate attorneys could not interpret the meaning of the phrase: *“development of any parcel that, prior to August 2, 2017, was part of a parent parcel that has been subsequently divided into 4 child parcels pursuant to the Michigan Land Division Act, 1967 PA 288, as amended”*. Pending further guidance from the Township, the District will be prevented from knowing precisely which structures will be subject to water supply and fire flow reviews.
- Comments: The Fire District never agreed to requirements contingent to *“a parent parcel that has been subsequently divided into 4 child parcels pursuant to the Michigan Land Division Act, 1967 PA 288, as amended”*.
- As noted by the International Code Council, the intent of the code has been **“significantly amended”** as a result of these amendments with regard to application of the code to dwellings built in accordance with the International Residential Code.

If allowed, this code revision would not require fire apparatus access roads or a water supply **at the time of construction**. Note: The fire department must have sufficient access and a water supply (for 5 or more dwellings as agreed) to enable efficient fire suppression and rescue operations. State law requires all units of government to administer and enforce building codes, (including Michigan Residential, Mechanical, Plumbing, Fuel and Electrical Codes) adopted at the **time of construction**, and **not** when parcels were divided. Fires and emergencies occur irrespective of when parcels are divided. (IFC 501.4)

2. Administrative, operational and maintenance provisions: The administrative, operational and maintenance provisions of this code do not apply except when the parcel is subject to a rental permit issued under Section 8-106 of the Code of Ordinances, or is the subject of an application for a rental permit. The fire code official will inspect rental dwellings for compliance with the administrative, operational and maintenance provisions of this code only upon request of the township zoning administrator.

Effects on the Fire District from Section 102.5.2:

*Accordingly, where the code is adopted, the design, construction, regulation and maintenance of fire apparatus access roads for servicing such residential developments must comply with the provisions of Section 503 and Appendix D.*

*Also, the design, construction, regulation and maintenance of fire protection water supplies for servicing such residential developments must comply with the provisions of Section 508 and, if adopted, Appendices B and C.*

- No authority to inspect rental dwelling upon request of the property owner. This is a frequent request.
- No authority to remove trees, utility lines or other obstructions on fire lanes, residential roads, private roads, or private drives. (IFC 503.4)
- No authority to remove fire hydrant obstructions, including snow accumulation. The Community Risk Reduction Tri-Community Hydrant Clearing Plan is no longer in effect in township (IFC 507.5.4 & IFC 507.5.5)
- No authority to conduct mandatory, quarterly or annual testing and maintenance on existing dry hydrants that provides a ready means of water supply for fire-fighting purposes. (IFC 507.5.2 & NFPA 1142)
- No authority to inspect, or assist in mitigation of dangerous buildings. This has been previously requested of township staff. (IFC 311.1.1)
- Adverse impact on the District and its personnel at fires and other emergencies. (IFC 104.11)
- Township or homeowners will now be responsible for response, maintenance and related provisions for the above, including incident occurrence after hours and weekends.
- Read broadly, this amendment removes all District authority over residential properties (one and two family dwellings) per the Districts attorney.

**Section 111.1 Amend to read:**

Whenever the *fire code official* finds any work regulated by this code being performed in a manner contrary to the provisions of this code, or in a dangerous or unsafe manner, the *fire code official* shall notify the building official as soon as reasonably possible. The building official is authorized to issue a stop work order.

Effects on the Fire District from Section 111.1:

- The building official is not a subject matter expert on the International Fire Code (IFC).
- Only the fire code official is authorized to enforce provisions of this code and shall have the authority to render interpretations of IFC. (IFC104.1)
- The fire code official is the “authority having jurisdiction” for all matters related to the code and its enforcement. (IFC 104.1)
- No authority to issue stop work orders for illegal burns, hazardous materials, solar photovoltaic power systems or other permitted operations. Building official will now have this responsibility, on a 24/7 basis. (IFC 111.1 & IFC 105.6.30)

## Section 111.3 Amend to read:

When the fire official determines an emergency exists, the *fire official* may issue an emergency stop work order, which shall remain in effect only until the building official has an opportunity to review the situation. Written notice need not be given prior to issuing an emergency stop work order.

Effects on the Fire District from Section 111.3:

- The building official is not a subject matter expert on the International Fire Code (IFC).
- Only the fire code official is authorized to enforce provisions of this code and shall have the authority to render interpretations of IFC.
- The fire code official is the “authority having jurisdiction” for all matters related to the code and its enforcement. (IFC 104.1)
- The District will no longer be able to issue stop work orders. When the District issues an emergency stop work order, the building official will then be interpreting the fire code, something he/she is not trained to do.

## Section 113. Delete section 113 and all its subsections and replace with:

The township board may adopt a fee schedule for expenses incurred by the fire district in administering this code, and in doing so may consider recommendations of the fire district board. The township has sole authority to collect any such fee for the benefit of the fire district, and may do so in connection with an application for a building permit or at other times as deemed appropriate by the township. Fire district personnel shall not directly charge or invoice any party in the township (including residents, renters, landowners, applicants, etc.) for the costs of administering this code.

Effects on the Fire District from Section 113:

- There is no guarantee the township board will adopt the Fire District Fee Schedule. Fees may not be allowed by township resulting in an adverse impact of the District budget. The township may need to supplement the district budget, or the District may need to cease administering the code within the Township.
- The District has previously adopted its Fee Schedule by the Fire District Fire Board. This fee schedule has been applied uniformly throughout the Fire District. If the township decides to change the fee schedule, and utilize its own version, the Fire District will have to spend more time to create invoices and administer a different fee schedule.

## Township of Saugatuck - Fire Code Ordinance Revisions - Time Log

<b>Date</b>	<b>Fire District Personnel</b>	<b>Greg Hours</b>	<b>Chris Hours</b>	<b>Notes</b>
1/21/2017	Greg Janik	2		MFIS Conference - Duane/Steve emails
1/21/2017	Chris Mantels		2	MFIS Conference - Duane/Steve emails
2/1/2017	Greg Janik	1		Draft Notes for Township Meeting after discovering IFC on agenda
2/1/2017	Greg Janik	3		Township Board Meeting
2/1/2017	Chris Mantels		3	Township Board Meeting
2/10/2017	Greg Janik	5		Review & Research Draft Ordinance
2/15/2017	Greg Janik	3		Draft Letter to Board of Trustees
2/21/2017	Greg Janik	3		Review & Research Ordinance Dated 2/20/17
2/24/2017	Greg Janik	1.5		Meeting regarding ordinance revision, fees, bump outs, private road rules (NOTE: Chief's Day Off)
3/1/2017	Greg Janik	1.5		Township Board Meeting
3/1/2017	Greg Janik	2		Meet with S. Kushion, B. Rudich, J. Phillips, G. Janik, C. Mantels, J. Verplank
3/1/2017	Chris Mantels		2	Meet with S. Kushion, B. Rudich, J. Phillips, G. Janik, C. Mantels, J. Verplank
3/7/2017	Greg Janik	1.5		Work on Fee Schedule
3/7/2017	Chris Mantels		1.5	Work on Fee Schedule
3/8/2017	Greg Janik	1		Discuss & Correspond with Saugatuck City Manager regarding implications of ordinance, cost recovery with city manager.
3/8/2017	Greg Janik	2		Meet with S. Kushion, B. Rudich, G. Janik, C. Mantels, J. Verplank
3/8/2017	Chris Mantels		2	Meet with S. Kushion, B. Rudich, G. Janik, C. Mantels, J. Verplank
3/9/2017	Greg Janik	1		Review Township Schedule of Fees & Private Road Ordinance
3/15/2017	Greg Janik	3		Research and Draft letter to Township Supervisor
3/16/2017	Greg Janik	2		Contact Fire District Attorney
3/16/2017	Greg Janik	0.5		Contact Insurance Services Office (ISO)
3/21/2017	Greg Janik	1		Review Steve Kushion 3/21/17 Letter
3/22/2017	Greg Janik	1.5		Meet with Jane RE: Township Ordinance, Township not following appeal process, Northshore Development, expressed Township Lawyer concerns



3/23/2017	Greg Janik	1		Requested to investigate that Holland City does not have an adopted fire code (unfounded)
3/27/2017	Greg Janik	2		Review Steve Kushion 3/27/17 Letter and Proposed ordinance
3/28/2017	Greg Janik	1		Contact other fire departments regarding fees
3/30/2017	Greg Janik	2		Review another version of proposed ordinance
3/31/2017	Greg Janik	0.5		Draft letter to board of Trustees
4/5/2017	Greg Janik	1		Respond to Saugatuck City re: Cost Recovery Impact
4/5/2017	Greg Janik	1.5		Review & Research Township Ordinance
4/5/2017	Greg Janik	3		Township Board Meeting
4/5/2017	Chris Mantels		3	Township Board Meeting
4/8/2017	Greg Janik	1.5		Research Georgia IFC claim by Steve Kushion
4/8/2017	Chris Mantels		2	Ordinance Draft , Roads & Water Supply
4/9/2017	Greg Janik	9		Research Georgia fire departments, review Georgia State Code, and Michigan State Code
4/10/2017	Greg Janik	0.5		Meet with Roy M. to discuss ordinance revision
4/10/2017	Greg Janik	3		Contact & Research Georgia State Fire Marshal, Forsyth FD, City of Decatur, Alpharetta, Covington, Henry FD, Gwinette County regarding IFC claim
4/12/2017	Greg Janik	0.5		Contact Tim Sales re: ISO Impact from Ordinance
4/13/2017	Greg Janik	1		Contact Fire District Attorney re: alternative to ordinance revision, draft policy statement
4/13/2017	Greg Janik	6		Work on code modifications and Fire District proposal
4/14/2017	Chris Mantels		4	Work on code modifications and Fire District proposal
4/14/2017	Greg Janik	3		Work on code modifications and Fire District proposal (note Greg's day off)
4/17/2017	Greg Janik	0.5		Contact Tim Sales re: ISO Impact from Ordinance
4/18/2017	Greg Janik	1.5		Another township ordinance revision
4/20/2017	Greg Janik	1		Attorney - FOIA
4/24/2017	Greg Janik	3		Further modifications per request
4/25/2017	Greg Janik	2		Attorney, complete code research & modification letter
5/10/2017	Greg Janik	1.5		Meeting with Chair, attorney conference call, review of townships attorney letter via email
5/30/2017	Greg Janik	1.5		Meeting at Township with attorneys, managers, two STFD board members
6/2/2017	Greg Janik	2		Meet w/Steve re: IFC Modifcations

6/6/2017	Greg Janik	0.5		Discuss 6-2 meeting with Attorney, Chair
6/13/2017	Greg Janik	1		Review legal documents & discuss
6/15/2017	Greg Janik	1.5		Response
6/25/2017	Greg Janik	1		Conference call attorney & Chair re: township actions
7/9/2017	Greg Janik	1.5		Review/comment on CR Policy
7/12/2017	Chris Mantels		1	Review Code Revision Received 7/11/2017
7/12/2017	Chris Mantels		2	Meet with Roy, Aaron, Brad, Steve, Eric Beckman
7/12/2017	Greg Janik	2		Phone discussions with FB, Scott P, Eric, B., Chair, Chris Mantels and attorney. Review docs
7/20/2017	Greg Janik	1.5		Review township documents
7/21/2017	Greg Janik	5		Review township packet, prepare packets for distribution, complete research & review on IFC modifications, discuss actions of township with State Fire Marshal, contact ISO
7/21/2017	Chris Mantels		6	Electronic transfer, research, contact fire departments, review ZA spreadsheet, NFIRS research prepare packets
8/2/2017	Chris Mantels		2	Prepare Documents for Twp. Board Meeting Handouts
8/2/2017	Greg Janik	1.5		Attend Township Ordinance Meeting
8/2/2017	Chris Mantels		1.5	Attend Township Ordinance Meeting
8/3/2017	Chris Mantels		0.5	Phone call with Township Supervisor
8/7/2017	Greg Janik	1		Phone Calls with Saugatuck Manager, Douglas Manager, and Township Supervisor
8/13/2017	Greg Janik	3		Review & Comment on Township modification IFC 102.5
8/16/2017	Greg Janik			Township IFC Impact
8/16/2017	Chris Mantels		2	IFC Impact - Effects on the Fire District
8/25/2017	Chris Mantels		2	IFC Impact - Effects on the Fire District
8/31/2017	Greg Janik	4		IFC Impact - Effects on the Fire District
9/1/2017	Chris Mantels		0.5	IFC Impact - Effects on the Fire District
9/5/2017	Greg Janik	2		Trustee Directed - IFC Impact Statement, Attorney Discussion
10/4/2017	Chris Mantels		1.5	Township Meeting - IFC 2015 on Agenda
10/4/2017	Greg Janik	1.5		Township Meeting - IFC 2015 on Agenda
Total Hours on Project		112	38.5	

Greg Hourly Rate \$ 32.00 \$ 27.00 Chris Hourly Rate

Greg Total Cost \$ 3,584.00 \$ 1,039.50 Chris Total Cost

Bloom, Sluggett, and Morgan - Attorney Invoices	
Invoice #	Cost
16442	\$ 507.00
16524	\$ 280.00
16601	\$ 1,735.50
16684	\$ 1,440.38
16767	\$ 643.50
16852	\$ 1,236.50
17014	\$ 565.00
<b>TOTAL ATTORNEY FEES</b>	<b>\$ 6,407.88</b>

Fire District Staff Fees

\$

4,623.50

<b>TOTAL District Expenditure on Fire Code Revisions</b>	<b>\$ 11,031.38</b>
--	---------------------

## **Saugatuck Township Cost Recovery Ordinance Analysis**

Rational Saugatuck Township Manager and Zoning Administrator used to justify recommending amending the Saugatuck Township Cost Recovery Ordinance (Article III):

### **1.) "Ordinance did not define what an assessable cost is."**

**FALSE--Section 16-57 (2) clearly defines what an assessable cost is.**

- *Sec. 16-57. - Definitions.*

*(2) Assessable costs. "Assessable costs" means the direct and reasonable costs incurred in connection with a response to a public safety or fire emergency incident within the township. These costs include all salaries, wages, or fringe benefits of the township personnel responding to the incident; salaries, wages, or fringe benefits of the township personnel engaged in the investigation, supervision and report preparation regarding the incident; all salaries, wages, or fringe benefits of the personnel of assisting governmental agencies or any other private or public entities operating at the request, direction, or on behalf of the township in response to the incident; salaries, wages, or fringe benefits of the personnel of the Saugatuck Township Fire District ("fire district"); and all costs connected with the administration of the incident relating to any prosecution of the person(s) responsible, including those relating to the production and appearances of any witnesses. Additional costs may include, but are not limited to, the rental or leasing of equipment for a specific response, replacement of equipment which is destroyed or contaminated in the response, laboratory costs and equipment, medical expenses incurred as a result of response activities, and any legal expenses that may be incurred as a result of an emergency response including efforts to recover expenses pursuant to this article.*

*(Ord. No. 2008-05, § 1, 12-3-2008)*

### **2.) "Ordinance did not have a list of emergency incidents applicable to cost recovery."**

**FALSE--Section 16-57 (4) clearly lists all "emergency incidents" included.**

- *Sec. 16-57. - Definitions.*

*(4) Emergency incident. "Emergency incidents" include the following:*

- a. Excessive requests for emergency assistance;*
- b. A false alarm;*
- c. A hazardous material incident or emergency;*
- d. An illegal fire;*
- e. Threats of harm;*
- f. A structure demolition or utility line failure;*
- g. Water rescue attempts; or*
- h. Any other incident where emergency medical, public safety, police, fire or civil defense services are necessary.*

*(Ord. No. 2008-05, § 1, 12-3-2008)*

**3.) "Ordinance did not identify an appeal process."**

**FALSE--Section 16-61 clearly defines procedures for appealing assessable cost.**

- *Sec. 16-61. - Procedure for appealing assessable costs.*

*(a) Any responsible party who receives an invoice for assessable costs shall have an opportunity to meet with the township or the fire district, depending on what entity assessed the costs. The initial meeting shall be with the township manager or board's designee and/or the chief or board's designee to request a modification of assessable costs. The responsible party shall request in writing such a meeting within seven calendar days of the date of the invoice assessing the assessable costs.*

*(b) If after this initial meeting any responsible party is still not satisfied, he or she may request an opportunity to appear before the township board and/or the board of the fire district to further request a modification of assessable costs. A responsible party who desires to appear before the township board and/or the fire district board must have had an initial meeting as provided above and then shall make a written request to appear before the township board or fire district board within seven calendar days of the date of this meeting. Upon receipt of such request, the responsible party will be put on the agenda of the next regularly scheduled township board and/or fire district board meeting, which meeting must be held within 21 calendar days of the date on which the responsible party files the request to appear.*

*(c) Any filed request to appear shall specifically identify and explain all reasons why the responsible party believes the assessed costs should be modified. Any reason, basis or argument for modification of assessable costs not set forth in the request to appear shall be deemed waived by the responsible party. Failure to timely file a written request to appear shall constitute a waiver of any argument the responsible party may have had that the party is not liable for the assessable costs invoiced. After a responsible party has been given an opportunity to appear before it, the city board and/or fire district board shall promptly determine whether to confirm, modify or void the payment of assessable costs invoiced.*

*(Ord. No. 2008-05, § 1, 12-3-2008)*

**4.) "Ordinance did not address a procedure to recover unpaid cost recovery bills."**

**FALSE--Section 16-62 clearly defines procedure to place a lien upon property for unpaid cost.**

- *Sec. 16-62. - Assessable costs a lien upon property.*

*Costs assessed against a responsible party not paid when due, including a late fee, shall constitute a lien upon the real property of the responsible party in the township, from which, upon which or related to which the emergency incident occurred. Such lien shall be of the same character and effect as the lien for township real property taxes and shall include accrued interest and penalties. The township treasurer shall, prior to March 1 of each year, certify to the township assessor the fact that such assessable costs are delinquent and unpaid. The township assessor shall then enter the delinquent amount on the next general ad valorem tax roll as a charge against the affected property, and the lien thereon shall be enforced in the same manner as provided and allowed by law for delinquent and unpaid real property taxes. The fire district is responsible for alerting the township treasurer of any delinquent, unpaid assessable costs.*

*(Ord. No. 2008-05, § 1, 12-3-2008)*

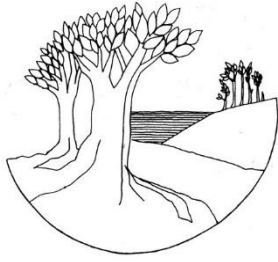
5.) **“Ordinance did not identify what entity has the legal/financial responsibility if a cost recovery charge were appealed to district court.”**

FALSE--Section 16-63 clearly identifies the Fire District responsibility of court action. The Fire District's legal counsel confirmed that if the Fire District assesses the cost; then the Fire District is the entity that has the legal/financial responsibility to defend if appealed to district court. Saugatuck Township has no legal or financial responsibility to defend an appeal in district court regarding a Fire District assessed cost.

- *Sec. 16-63. - Other remedies.*

*The township and the fire district shall be entitled to pursue any other remedy or may institute any appropriate action or proceeding in a court of competent jurisdiction as permitted by law to collect assessable costs from a responsible party.*

*(Ord. No. 2008-05, § 1, 12-3-2008)*



# SAUGATUCK TOWNSHIP

WWW.SAUGATUCKTOWNSHIP.ORG

3461 BLUE STAR HIGHWAY  
P.O. BOX 100  
SAUGATUCK, MI 49453

PHONE (269) 857-7721  
FAX (269) 857-4542

Date: October 13, 2017

To: Saugatuck Township Fire District Board

From: Steve Kushion, Township Zoning Administrator

Re: Impact of recent ordinance amendments

---

As you know, Saugatuck Township recently amended Chapter 16, Article III of the Township Code to address several issues relating to fire protection. Fire Chief Janik has expressed concerns about the potential impact of those amendments, most recently in a September 19 email to me and Township Supervisor Jon Phillips. I am writing to respond to some of these concerns and to reiterate the Township's commitment to working with its partners at the Fire District.

First, Chief Janik has indicated that the Fire District would prefer working with the 2015 edition of the International Fire Code (the "IFC"), as opposed to the 2012 edition. Township staff is happy to accommodate this request, and has asked the Township's legal counsel to prepare an amendment adopting the newer edition.

Second, there are a number of questions about the Township's decision to generally exempt single-family and two-family dwellings from the construction and design requirements of the IFC. As previously explained, residential development in the Township often occurs on large, isolated parcels without access to public water. When applied in this type of rural setting, some of the IFC's requirements create significant financial burdens for property owners. For example, the IFC has been applied to require property owners in the Township to install ponds or other water sources on isolated residential parcels where the property owner wishes to construct a single-family home. It has also been applied to require residential driveways more than 150 feet in length to have a turnaround for a firetruck, such as a cul-de-sac at least 96 feet in diameter. These requirements can add thousands of dollars — if not tens-of-thousands — to the cost of constructing a home in a rural setting.

In considering the recent amendments, Township leaders sought to balance competing concerns relating to affordability, public safety, and other issues. The Township Board struck that balance by exempting small-scale residential development from many of the provisions of the IFC. Specifically, the water supply and fire-flow requirements in the IFC now apply only to

larger-scale developments that require review by the Planning Commission, and to developments that involve splitting a larger parcel into 4 child parcels (which is the maximum number of splits allowed under state law, and would presumably be done in order to construct multiple homes on the property). Access to residential parcels is regulated through the Township's zoning ordinance, which was recently amended in order to incorporate a number of fire-safety standards. The zoning ordinance now requires, among other things, that:

1. Private roads must have a minimum surface width of 20 feet and a minimum vertical clearance of not less than 13.5 feet.
2. The grade of a private road cannot exceed 10%.
3. Private roads that end in a dead end must have a fire apparatus turnaround that fully complies with IFC requirements.
4. Driveways longer than 200 must meet the same standards for width, vertical clearance, and grade as private roads.
5. Driveways longer than 400 feet must have a passing lane at least 20 feet wide.

Some of these requirements are a bit less stringent than those in the IFC, while others are the same as what the IFC provides.

Third, Chief Janik has expressed concern that the ordinance amendments render the Fire District unable to remove obstructions from fire lanes near residential properties, remove obstructions near fire hydrants on residential property, or to maintain fire hydrants on residential properties. He also worries that the amendments might be read to prohibit the Fire District from exercising **any authority** over residential property. This is not the intent of the ordinance, and not how the Township will apply it. The Township's general goal was to relieve the owners of one-family and two-family dwellings from some of the obligations that the IFC imposes that are above and beyond the Michigan Residential Code. The ordinance was not intended to deprive the Fire District of powers it would have even if the Township had never adopted the IFC. As you know, the IFC is an optional code, and many communities throughout the state (including nearby Laketown Township) have not adopted it.

Fourth, some have questioned why the Township's ordinance vests the authority to stop construction in the Township Building Official, as opposed to the Fire Chief. The idea is to create a single point of contact for construction contractors in the Township, so that the Township and its officials can speak with one voice. The ordinance contemplates that the Building Official will work closely with the Fire Chief to determine when the conditions on a construction site pose a fire hazard that requires the issuance of stop work order. The ordinance also authorizes the Fire Chief to issue temporary stop work orders in emergency situations.

Fifth, the Township believes that under Michigan law, the appropriate procedure for establishing fees in the Township is the approval of a fee schedule by the Township Board. The



Township invites the Fire District to submit a proposed fee schedule for items relating to the administration of the IFC.

Finally, Chief Janik questions the rationale for the amendments to the Township's cost recovery ordinance. These changes were intended to more clearly limit cost recovery to "extraordinary" circumstances, consistent with the stated purpose of the ordinance. They also provide enhanced procedural protections and ensure Township oversight of the process. Township leaders believe these changes are appropriate, given that the Township would likely be a party to any legal challenge to costs assessed under the ordinance.

I hope this memorandum clarifies the issues that have been raised, and hope that it provides some comfort regarding the Township's implementation of the new provisions. The Township Board and staff worked diligently to advance policies with input from stakeholders, and made numerous changes (21 versions in total) to incorporate input and develop the best possible amendments. The amendments are tailored to the Township's unique service needs and sensitive to the needs of the Fire District and other community partners. While some may disagree on one issue or another, the majority of the Board is confident that the amendments as a whole serve the best interest of the people of the Township.

If anyone would like to review the full volume of Township reports, facts, analysis, and rationales that support the Board's determination regarding these amendments, please do not hesitate to contact Township Hall. Since much of this information has already been disseminated to your representatives and local officials, it is readily available and can be easily provided upon request. Further, if there are any provisions that you think need further clarification, please feel free to submit proposed changes for our attorney's review. There will be an opportunity for the Township Board to make clarifying changes when it considers the update to the 2015 edition of the IFC.

STFD - 2017 Open House Expenses

Expense	Vendor	Actual Cost
DJ / MC Event	Tom Meiser	\$ 100.00
Chicken Cooker	Brad Fries	\$ 375.00
TFE Permit	Allegan County Health Dept.	\$ 85.00
Helium for Balloons	Lake Welding Supply	Awaiting Invoice
Dumpster - 20yd Rolloff	Macatawa Disposal	\$ 325.00
Barrel Rides	Fulfilling Life Ministries	\$ 150.00
Posters & Banner	NFPA	\$ 253.62
Kerosene	Shell	\$ 13.00
Food	GFS - Spectators	\$ 1,420.08
Supplies	GFS - Table Skirts, Balloons	\$ 272.84
Supplies/Food	Sams Club	\$ 830.66
Electronic Recycling	Comprenew	\$ 95.00
2017 Open House Total Expenses		\$ 3,920.20

<b>Donations Received</b>	<b>\$ 1,743.05</b>
---------------------------	--------------------

<b>Total STFD Out of Budget Expense</b>	<b>\$ 2,177.15</b>
---	--------------------

Approximate Total Meals Served

464